

STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING
APPLICATION FOR LICENSURE
ELECTRICIAN

DOPL-AP-075 REV 07/01/2003

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Division desires to provide courteous and timely service to all applicants for licensure. To maximize its efficiency and level of service, the Division will process complete applications only. **A complete application includes all applicable supporting documents and fees.** The fees are for processing your application and will not be refunded. Failure to complete the application and supply all necessary information will delay processing and may result in denial of licensure. Please read all instructions carefully.

Address of Record: The address listed on the application will be your address of record. All correspondence from the Division will be sent to that address. It is your responsibility to directly notify the Division of any change in address.

Social Security Number: Your social security number is classified as a private record pursuant to Title 63, Chapter 2, Utah Government Records Access and Management Act (GRAMA). It is used as an individual identifier for our licensing database and for purposes of the child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements the requirements of 42 U.S.C. 666(a)(13). An application that does not include a social security number is incomplete and cannot be processed.

SUPPORTING DOCUMENTS AND FEES:

In addition to submitting a completed application, complete the following:

1. Submit a **\$110.00** non-refundable application-processing fee.
2. Submit documentation as requested below according to the licensure level for which you are applying.

If you want your military experience considered, submit your DD214's.

- A. If you are applying for **licensure as an apprentice electrician**, have your employer complete the "Supervision of Apprentice Electrician" form (attached to this application) and return it to you for submission with this application.

- B. If you are applying for **licensure as a journeyman electrician**, submit an official transcript showing your successful completion of an approved apprenticeship program AND a completed “Employer’s Verification Form” (attached to this application) from each of your supervising licensed master or journeyman electricians documenting at least 4 years of supervised work experience as a licensed apprentice electrician.

OR

Submit a completed “Employer’s Verification Form” from each of your supervising licensed master or journeyman electricians documenting at least 6 years of supervised legal practical experience in wiring, installing, and repairing electrical apparatus and equipment for light, heat, and power.

- C. If you are applying for **licensure as a residential journeyman electrician**, submit an official transcript documenting successful completion of an approved apprenticeship program AND a completed “Employer’s Verification Form” (attached to this application) from each of your supervising licensed master, journeyman, residential master, or residential journeyman electricians documenting at least 2 years of supervised work experience as a licensed apprentice electrician.

OR

Submit a completed “Employer’s Verification Form” from each of your supervising licensed master, journeyman, residential master, or residential journeyman electricians documenting at least 4 years of legal supervised practical experience in wiring, installing, and repairing electrical apparatus and equipment for light, heat, and power.

- D. If you are applying for **licensure as a master electrician**, submit an official college transcript documenting at least a bachelor’s degree from an accredited electrical engineering program AND a completed “Employer’s Verification Form” (attached to this application) from each of your employers documenting at least one year of practical electrical experience as a licensed apprentice electrician.

OR

Submit an official transcript documenting your associate of applied sciences degree from an approved electrical trade school AND a completed “Employer’s Verification Form” from each of your employers documenting at least 2 years of practical electrical experience as a licensed journeyman electrician.

OR

Submit an official certificate of completion from an approved electrical trade school AND a completed “Employer’s Verification Form” from each of your employers documenting at least 4 years of practical electrical experience as a licensed journeyman electrician.

OR

Submit a completed “Employer’s Verification Form” from each of your employers documenting at least 8 years of legal practical electrical experience under the supervision of a licensed journeyman or master electrician.

Note: You do not have to take the practical section of the exam if you previously passed the practical section of the Utah Electrical Licensing Examination for Journeyman Electricians.

- E. If you are applying for **licensure as a master residential electrician**, submit a completed “Employer’s Verification Form” (attached to this application) from each of your employers documenting at least 2 years of practical electrical experience as a licensed residential journeyman electrician.

Note: You do not have to take the practical section of the exam if you previously passed the practical section of the Utah Electrical Licensing Examination for Residential Journeyman Electricians.

3. **Licensure by Endorsement:** Applicants who are currently licensed in a state, local jurisdiction of a state, district, or territory of the United States as a master electrician, journeyman electrician, or residential journeyman electrician may obtain licensure in Utah in the same license classification.

The burden for demonstrating equivalency of apprenticeship, traineeship, experience, and examination lies with the applicant. The fact that an applicant is licensed by any other jurisdiction or that the applicant has practiced in an electrical trade for a length of time does not demonstrate equivalency. The applicant must present evidence demonstrating the content of the apprenticeship, traineeship, or experience, and examination completed by the applicant are equivalent in scope with that required by this state.

- A. If you are applying for licensure as a **journeyman electrician license by endorsement**, complete the following:

- 1) Using the “Request for Verification of License” form (attached to this application), provide verification that you hold a current journeyman electrician license in good standing.
- 2) If licensed in the states of Alaska, Colorado, Idaho, Minnesota, Montana,

Nebraska, Oklahoma, South Dakota, Washington, Wyoming, or any other state found by the Division and Board to have training and examination requirements equivalent to Utah, document 6,000 hours of work as a licensed journeyman electrician

OR

document 8,000 hours of legal work in the electrical trade and apply for approval to take the appropriate Utah Electrical Licensing Examination.

- B. If you are applying for licensure as a **master electrician, residential master electrician, or residential journeyman electrician license by endorsement**, complete the following:
- 1) Using the “Request for Verification of License” form attached to this application, provide verification that he or she holds a current master electrician, residential master electrician, or residential journeyman electrician license in good standing;
 - 2) Document completion of an apprenticeship, traineeship, or experience equivalent to that required under Utah law.
 - 3) Document successful passing of examinations equivalent to the Utah Electrical Licensing Examination; or pass the Utah Electrical Licensing Examination.

ADDITIONAL IMPORTANT INFORMATION:

1. **Utah Electrical Licensing Examination:** After you have submitted this application and it is approved, DOPL will send you a letter authorizing you to take the examination(s) related to the license for which you have applied.

After you have received your letter from DOPL, contact Experior directly at the address and telephone number below to register for the exam. Experior will not register you for any examination unless you have an authorization letter from DOPL.

Experior, 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, (801) 355-5009

2. **Examination Fees:** There are separate fees for all examinations. It is the responsibility of the applicant to submit the fees directly to the testing agency.
3. **Laws and Rules:** You are required to understand all Utah laws and rules pertaining to your practice as an electrician. The following applicable laws and rules are available on the Internet at www.dopl.utah.gov.
You may also purchase them for a fee from Experior at the address and telephone above.

- Division of Occupational & Professional Licensing Act
 - General Rules of the Division of Occupational & Professional Licensing
 - Utah Construction Trades Licensing Act
 - Electricians Licensing Rules
4. **Current Documents:** Applications, statutes and rules may change from time to time. If you have not recently obtained any of these documents, you may want to contact the Division or visit our Internet site to verify that you have current versions.
 5. **Temporary License:** The state of Utah does not issue temporary licenses to electricians. You must obtain your license **prior** to performing any electrical work.
 6. **Apprenticeship:** The beginning date of an apprenticeship or training program is the date upon which the applicant is approved for Utah licensure as an apprentice. Applicants who have begun an electrical apprentice in another state may request to have credit for that portion of the apprenticeship or traineeship completed in the other state if the Division and the Board find that the program in the other state is equal to the apprenticeship or traineeship program required in the State of Utah. The burden for demonstrating equivalency of the out-of-state apprenticeship or traineeship program lies with the applicant. Equivalency may be demonstrated by documentation of the curriculum and training which is required as a part of the program of the other state.
 7. **License Renewal:** All electrician licenses expire on July 31 of each even-numbered year.

Unlike many other states, Utah's license renewal schedule **is not** based on the licensee's date of initial licensure. Under Utah's renewal system, all licenses in each profession expire as a group on the same day every two years. Therefore, the length of a licensee's first renewal cycle depends on how far into the current renewal cycle initial licensure was obtained. Each renewal cycle thereafter is for a full two years. Additionally, the fee paid with this application for licensure is an application-processing fee only. It does not include a renewal fee. Each licensee is responsible to renew licensure **PRIOR** to the expiration date shown on the current license. Renewal information is disseminated to each licensee at the licensee's last known address, as provided to the Division, approximately two months prior to the expiration date shown on the license.

8. **Continuing Education:** ALL electricians are required to complete qualified continuing education, consisting of 16 hours during each two-year license period; a minimum of eight hours shall be on the current edition of the National Electrical Code. You must maintain competent records of completed qualified continuing education for a period of four years after the close of the two-year renewal period to which the records pertain.

9. **Updating Address Information:** It is a licensee's responsibility to maintain a current address with the Division. If your address is incorrect, you will not receive renewal notices or other correspondence.
10. **Name Change:** If you have been licensed by the Division under any other name, please submit documentation of your name change such as a copy of your marriage license or divorce decree.
11. **Payments:** Make licensure fees payable to "DOPL."
12. **Mail Complete Application to:**

By U.S. Mail

Division of Occupational & Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational & Professional Licensing
160 East 300 South, 1st Floor Lobby
Salt Lake City, Utah 84111

13. **Telephone Numbers:** (801) 530-6628
(866) ASK-DOPL – Toll-free in Utah

(866) 275-3675
14. **Fax Number:** (801) 530-6511

15. **Answers to Commonly Asked Questions:**

Q. How many types of electrician licenses are available?

A. There are five (5) types of licenses available: Apprentice, Residential Journeyman, Journeyman, Residential Master, and Master.

Q. How can I get a temporary Permit?

A. There are no temporary permits.

Q. What form of documentation is acceptable to verify previous work experience?

A. The preferred form is the "Employer's Verification Form," but a letter on company letterhead including all the information on the form will be accepted.

Q. What if my employer is no longer in business or deceased?

A. A letter from another responsible individual such as a local electrical and/or building inspector, supervisor, former owner, or corporate officer is acceptable.

Q. How much credit will I get for unlicensed experience such as maintenance,

military, or mine work?

- A. If the experience was in violation of licensing laws or between the ages of 16-18, NO credit can be given, unless the experience was obtained in a Federal Bureau of Apprenticeship and Training 'School to Apprenticeship Program.' Maintenance, military, or mine experience that was exempt from licensing laws may receive from no credit to full credit depending on the nature of the work performed.

Q. Who can sponsor me as an apprentice?

- A. The person or firm who has control of your hiring, employment and training and who can guarantee compliance with the licensing laws (including the appropriate journeyman to apprentice or master to apprentice ratios) and can guarantee compliance with NEC codes may sponsor you as an apprentice. In general, this will be a licensed electrical contractor or an organization with the above control such as the JATC. Employers who are exempt from licensing may not sponsor apprentices unless they have appropriately licensed individuals as supervisors in a one-on-one ratio.

Q. What form of documentation must I provide to receive credit for previous schooling, or how much credit can I get for schooling experience?

- A. An official transcript and a copy of your degree or diploma will be required. The documentation must show schooling that is directly and significantly related to "electrical work" as covered by the NEC, in order to qualify for credit. Maximum benefits from apprenticeship are received by concurrent on-the-job training and related schooling. An Associates degree in electricity or a Bachelors degree in electrical engineering may qualify for additional credit toward approval to take the masters examination.

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APPLICATION FOR LICENSURE

GENERAL INFORMATION:

APPLICATION FOR: (Choose one.)

_____ Apprentice Electrician

_____ Journeyman Electrician

_____ Residential Journeyman Electrician

_____ Master Electrician

_____ Residential Master Electrician

Social Security Number: _____

Last Name: _____ Maiden Name: _____

First Name: _____ Middle Name: _____

Have You Ever Held A Utah License Before? Yes _____ No _____

If Yes, Name of Profession: _____

If Yes, License Number: _____

Gender (Male or Female): _____ Date of Birth: _____

MAILING ADDRESS:

Street: _____

City: _____ State: _____ Zip: _____

County: _____ Telephone: _____

DO NOT WRITE IN THIS SECTION - FOR DIVISION USE ONLY

License/Certificate Number: _____

Date License/Certificate Approved: _____

Approved By: _____

Date License/Certificate Denied: _____

Denied By: _____

Reason For Denial/Other Comments: _____

APPRENTICESHIP TRAINING/COLLEGE/UNIVERSITY EDUCATION:

(Use additional sheets if necessary.)

Name of Institution: _____

Location: _____

Dates Attended: from ____/____/____ to ____/____/____ Degree: _____

Name of Institution: _____

Location: _____

Dates Attended: from ____/____/____ to ____/____/____ Degree: _____

Name of Institution: _____

Location: _____

Dates Attended: from ____/____/____ to ____/____/____ Degree: _____

LICENSES:

List all licenses issued by any state that you now hold or have ever held. (Use additional sheets if necessary.)

Issuing State: _____ Title: _____

Original Issue Date: ____/____/____ Expiration Date: ____/____/____

Exam Type: _____

Issuing State: _____ Title: _____

Original Issue Date: ____/____/____ Expiration Date: ____/____/____

Exam Type: _____

Issuing State: _____ Title: _____

Original Issue Date: ____/____/____ Expiration Date: ____/____/____

Exam Type: _____

ELECTRICIAN QUALIFYING QUESTIONNAIRE

Answer “yes” or “no” for each question. Do not leave any question blank.

1. _____ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. _____ Have you ever been denied the right to sit for a licensure examination?
3. _____ Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
4. _____ Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any profession licensing agency or criminal or administrative jurisdiction?
5. _____ Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency?
6. _____ Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?
7. _____ If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your clients, or to the public health, safety, or welfare because of any circumstance or condition?
8. _____ Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?
9. _____ Have you ever been terminated from a position because of drug use or abuse?
10. _____ Are you currently using or have you recently (within 90 days) used any drugs (including recreational drugs) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?

(Questions continue on following page.)

11. _____ Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
12. _____ Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?
13. _____ Have you ever been arrested for or charged with a misdemeanor in any jurisdiction? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
14. _____ Have you ever been arrested for or charged with a felony in any jurisdiction?
15. _____ Have you ever pled guilty to, no contest to, or been convicted of a misdemeanor in any jurisdiction? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
16. _____ Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?
17. _____ Have you ever been allowed to make a plea in abeyance for any criminal charge for which the charge was later dismissed?
18. _____ Have you ever been incarcerated for any reason in any federal, state or county correctional facility or in any correctional facility in any other jurisdiction?

If you answered “yes” to questions 13, 14, 15, 16, 17, or 18 above, you must include with your application a copy of the police report, court docket, any probation/parole officer report, and a narrative of the circumstances that occurred for EACH and EVERY arrest and/or conviction.

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

If you answered “yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A “yes” answer does not necessarily mean you will not be granted a license; however, the Division may request additional documentation if the information submitted is insufficient.

AFFIDAVIT and RELEASE AUTHORIZATION

I am the applicant described and identified in this application for licensure, certification, or registration in the State of Utah.

I am qualified in all respects for the license, certificate, or registration for which I am applying in this application.

To the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, misrepresentation, or omission of material fact.

To the best of my knowledge, the information contained in the application and its supporting document(s) is truthful, correct, and complete; and, discloses all material facts regarding the applicant and associated individuals necessary to properly evaluate the applicant's qualifications for licensure.

I will ensure that any information subsequently submitted to the Division in conjunction with this application or its supporting documents meet the same standard as set forth above.

I understand that it is unlawful and punishable as a class A misdemeanor to apply for or obtain a license or to otherwise deal with the Division or a licensing board through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement, or omission.

I understand that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

I authorize all persons, institutions, organizations, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure, certification, or registration by the State of Utah.

Signature of Applicant: _____

Date of Signature: _____

Printed Name of Applicant: _____

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Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
Fax: (801) 530-6511

SUPERVISION OF APPRENTICE ELECTRICIAN

TO BE COMPLETED BY EMPLOYER:

Complete this form and return it to the applicant for submission with his or her application.

Applicant's Name: _____

Employer / Firm Name: _____

Employer / Firm Address: _____

Employer / Firm Phone: _____

Electrical Contractor's License Number: _____

Supervising Electrician Name: _____

License Number: _____

Type of Work Performed by the Company (commercial/residential): _____

List **all** electricians employed by the employer/firm. Include name, license number, and type of license (master, journeyman or apprentice). Use additional sheets if necessary.

Name: _____

License Number: _____ Type of License: _____

Name: _____

License Number: _____ Type of License: _____

Name: _____

License Number: _____ Type of License: _____

Name: _____

License Number: _____ Type of License: _____

Name: _____

License Number: _____ Type of License: _____

Name: _____

License Number: _____ Type of License: _____

I attest that the above name applicant for a Utah apprentice electrician license will be employed as an apprentice by the employer/firm named above and that he or she has entered into a training program approved by the Division of Occupational and Professional Licensing. I also attest that all above information is true and correct.

Signature of Employer: _____

Date of Signature: _____

***The next two forms in this application pertain to
journeyman and master electrician applications only.***

Apprentice applicants, stop here!!

Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
Fax: (801) 530-6511

EMPLOYER'S VERIFICATION FORM

(For Journeyman and Master Electrician Applicants Only)

TO BE COMPLETED BY THE SUPERVISING LICENSED ELECTRICIAN:

Applicant's Name: _____

Dates Employed: from _____ \ _____ to _____ \ _____

Total hours doing electrical work for this employer during the time period noted above:

_____ as a licensed apprentice

_____ as a licensed journeyman

_____ as a licensed residential journeyman

Percentage of Hours: _____ % in Raceways, Boxes, and Fittings

_____ % in Wire and Cable

_____ % in Distribution and Utilization Equipment

_____ % in Specialized Work

_____ % in Other Work, Please Specify _____

100% Total Hours

Name of Employer: _____

Electrical Contractor's License Number: _____

I attest that the above applicant worked for this employer for the number of hours at the type of work indicated above.

Signature of Employer Representative: _____

Title: _____

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Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
Fax: (801) 530-6511

REQUEST FOR VERIFICATION OF LICENSE

(Use this form to verify licensure from another state, if applicable.)

TO BE COMPLETED BY THE APPLICANT:

If you have passed the trade exam in another state request that state to include the examination information on this form and return it to you for submission with your application.

Applicant's Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

I am requesting licensure in the state of Utah as a: _____

I am/have been licensed in your state under the name: _____

My Social Security Number is: _____

My Date of Birth is: _____

My license number in your state is/was: _____

I have enclosed the necessary license verification fee in the amount of: _____

Signature of Qualifier: _____

(Continued on the reverse.)

TO BE COMPLETED BY THE VERIFYING AGENCY:

Please furnish the information requested, sign and verify the document, and place the completed form in an envelope, seal the envelope and provide it to the applicant in person or by mail. The qualifier will include the verification of licensure with his/her Utah application. Thank you.

Name of Verifying State: _____

Name of Licensee (as it appears in verifying state's records): _____

Name of Qualifying Person: _____

Classification of License Issued: _____

License Number: _____ Current Status: _____

Original Date of Licensure: _____ Expiration Date: _____

Continuously Licensed:

_____ Yes _____ No, please explain: _____

Licensed By:

_____ Exam, Type: _____ Date: _____

_____ Endorsement, From What State _____

Examination Scores: _____

Education Required For Licensure: _____

Disciplinary Action or Pending Disciplinary Action:

_____ No _____ Yes, please provide certified copies of all Petitions, Orders, etc.

Signature: _____ Title: _____

Agency: _____

Date: _____

(SEAL)